



WORKING TOGETHER | PURSUING EXCELLENCE | INSPIRING ACHIEVEMENT

Operational Memorandum
Sacramento City College

OM: 5.B.1
Adopted: 05/05/2022

Attachment I:

Physical Time Capsule Storage Process

1. Choose tangible items to place within the time capsule:
 - a. Suggestions (examples are included below)
 - i. SCC athlete's jersey
 - ii. Current newspapers/magazines
 - iii. Electronic devices
 - iv. Physical memorabilia
 - v. Pictures
 - vi. Flyers
 - vii. Physical device for digital data - less likely to erode
 1. iPhone or Android and charger
 - a. Stores videos and pictures
 2. GoPro
 - a. Videos
2. Confirm items to place with the Dean of Engagement and Completion
3. Choose capsule size:
 - a. Size (Interior dimension, outer dimension)
 - i. Small (15.5 x 11.6 x 7.7", 15.7 x 11.8 x 7.9")
 - ii. Medium (19.5 x 15.5 x 9.5", 19.7 x 15.7 x 9.8")
 - iii. Large (31.3 x 23.4 x 11.6", 31.5 x 23.6 x 11.8")
 - iv. X-Large (47 x 39.2 x 15.5", 47.2 x 39.4 x 15.7")
 - b. Example of stainless steel time capsule dimensions provided below
4. Confirm time capsule process with Associate Vice President of Enrollment and Student Services (AVPESS)
5. Confirm time capsule location, date, and time with Operations
 - a. Operations will bury time capsule under the plaques on the main walkway between Rodda North and Rodda South, exiting toward Freeport.
6. Time capsule to be opened every 100 years (for example, if time capsule is buried in 2023, it will be opened in 2123). Salvageable contents to be stored in secure place (for example Archives).

Example of stainless steel time capsule dimensions:



STAINLESS STEEL TIME CAPSULES				
Size	Small	Medium	Large	X-Large
Item #:	SR1001	SR2001	SR3001	SR4001
Volume:	.85 ft ³	1.8 ft ³	5.1 ft ³	17 ft ³
Exterior Dimensions:	15.7 x 11.8 x 7.9"	19.7 x 15.7 x 9.8"	31.5 x 23.6 x 11.6"	47.2 x 39.4 x 15.7"
Interior Dimensions:	15.5 x 11.6 x 7.7"	19.5 x 15.5 x 9.6"	31.3 x 23.4 x 11.6"	47 x 39.2 x 15.5"
Weight	12 lbs	22 lbs	44 lbs	108 lbs



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Attachment II:

Storing Process for Digital Data

Since the 2020 COVID-19 pandemic forced education to move online, the idea of capturing the culture digitally and not just physically seemed more appropriate given the new millennium. While storing data digitally is not a sure process for long periods of time, due to the speed technology is moving (very fast in 2022), this document aims to store digital data to the best of our ability at the moment. We aim to create a process that includes storing digital data, within our traditional physical time capsule, that can continue to be shaped for as long as applicable.

Storing digital data will not only capture our online culture for centuries to come, but it will also be able to store more in a smaller space. This will allow us to accept more of the student body for future students to engage in.

1. Review data that can be stored
 - a. PDF
 - b. JAVA Code
 - c. HTML
 - d. JPEG Pictures
 - e. MOV Video
2. Choose data to store
 - a. Suggestions (Examples below)
 - i. Essays in PDF
 - ii. Student Art in JPEG
 - iii. Student Videos in MOV
 - iv. Website in HTML
 - v. Screenshots of zoom meetings
 1. Zoom error messages for the humor
3. Confirm chosen digital data with Dean of Engagement and Completion
4. Review storage options for digital data (2 required)
 - a. Digitally within the SCC intranet
 - i. Store data within a zip file to store on SCC intranet



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1. Collect digital data into a ZIP file
2. Receive a unique code for the ZIP file to ensure file is not changed
 - a. Can be done using a MD5 checksum generator
3. Place code into a text file along with the ZIP file
4. Request a new folder to be created on the SCC network for storing the file for the academic year digital time capsule
 - a. SCC IT team will create folder
- b. Physically in Time Capsule - less likely to erode
 - i. iPhone or Android and charger
 1. Stores videos and pictures
 - ii. GoPro
 1. Videos
 - iii. Entire operating system (suggest as small as possible) needed to access the digital data
5. Create clear instructions to store in the physical Time Capsule that explains how to access the digital data
6. Confirm digital storage with the Dean of Engagement and Completion
7. Confirm with the IT department to ensure digital compatibility
8. Place in time capsule for burial



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Attachment III:

Task Calendar/Timeline

September	<ul style="list-style-type: none"> ● Introduce time capsule tradition to Student Council ● Student Council will determine ad hoc committee for the time capsule project ● Student Council ad hoc will plan dates to complete storage processes ● Representative of ad hoc will review plan with the Student Leadership Supervisor
October	<ul style="list-style-type: none"> ● Student Council ad hoc will determine guidelines for student body collection of data ● Student Council begins taking suggestions from the student body
November	<ul style="list-style-type: none"> ● Finalize guideline for student body collection of data and timeline with the Student Leadership Supervisor ● Student Leadership introduces time capsule tradition to the student body (via social media, email, flyers, canvas, etc.)
December	<ul style="list-style-type: none"> ● Student Council ad hoc summarize progress towards the time capsule plan with the Student Leadership Supervisor ● Student Council ad hoc collect any data from the Fall semester (see Attachment I and II)
January	<ul style="list-style-type: none"> ● Ad hoc adjust last minute details for launch of student body data collection (name of project TBD)
February	<ul style="list-style-type: none"> ● Student Council launch student body data collection (name of project TBD)
April	<ul style="list-style-type: none"> ● Student Council ad hoc collect any data from the Spring semester (see suggestions above, digital or physical) ● Student Council ad hoc complete data collection and begin reviewing submissions (categorize by theme)



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May	<ul style="list-style-type: none"> ● Digital & Physical items are presented by Student Council ad hoc to Student Senate for approval ● Review contents with the Student Leadership Supervisor for approval ● Finalize time capsule items to have ready to submit to Dean of Engagement & Completion
June	<ul style="list-style-type: none"> ● Finalize time capsule items (Digital & Physical) ● Submit to Dean of Engagement & Completion for final review ● Dean of Engagement & Completion will submit capsule contents to AVPESS who will update and share with President, PIO, Operations Manager, and President’s Cabinet ● AVPESS will submit work order to Operations after updating President’s Cabinet
July	<ul style="list-style-type: none"> ● Operations will order the appropriate size time capsule and plaque ● Contents will be collected and stored by Operations and buried every three years (years ending in 0, 3, 6, 9)
August	<ul style="list-style-type: none"> ● Burial of time capsule to occur every three years (years ending in 0, 3, 6, 9)

*Time Capsules will be opened every 100 years. For example, the time capsule in 2023 will be opened in 2123.